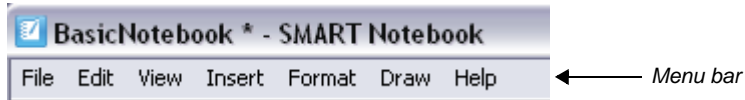


Notebook Menu Bar

The Notebook software menu bar provides access to many of the same tools and features found on the Notebook software toolbar, and some additional tools. Click on the menu item you wish to access.



Menu item	Functions
<u>F</u> ile	<ul style="list-style-type: none"> • Open new or existing files • Save a file • Save As – save a file for the very first time, save a file with a new name or save the file in a new location • Save the current page as a Gallery item • Import a variety of file formats • Export content to a variety of file formats • Print files or modify print settings • Send a file to a mail recipient as a Notebook file or a PDF • Timed Saves – select how often you want your file to be automatically saved (it is a good idea to set this to 15 minutes) • See a list of recently opened files
<u>E</u> dit	<ul style="list-style-type: none"> • Undo or redo previous actions • Clone, cut, copy, paste or delete selected objects or all objects on the page • Edit a text object • Select all unlocked or all locked objects on the page • Clear or delete the current page
<u>V</u> iew	<ul style="list-style-type: none"> • Change the current side tab view (Page Sorter, Gallery, Attachments) • Move to the next or previous page • Launch the Screen Capture or Screen Shade tool • Hide the side scrollbar • Customize the toolbar • Change the view to full screen • Zoom to magnify or reduce your view of page contents • Show All Links • Select the language Notebook software displays
<u>I</u> nsert	<ul style="list-style-type: none"> • Add a blank page, a picture, a graphics file, a Flash file, a Flash video file or a Gallery item. Add a link, a sound file or a table.

Menu item	Functions
<u>F</u> ormat	<ul style="list-style-type: none"> • Change font styles (bold, underline, italic) • Set object properties (color, line width, line style, fill, transparency) • Lock object properties and position • Infinitely clone a selected object • Change the background color of a page • Create or set page themes • Set alignment guide defaults
<u>D</u> raw	<ul style="list-style-type: none"> • Group, ungroup, flip or order objects • Select objects • Access Pen, Creative Pen and Eraser tools • Create shapes and lines text • Select the fill tool • Select a default font face, size and color
<u>H</u> elp	<ul style="list-style-type: none"> • Access the Notebook software Help file • Check for software updates • Participate in the Customer Experience Program • Access information about Notebook software

TIP: You can also access the Notebook software menu bar drop-down menus by holding down the Alt key or the Ctrl key, and tapping the underlined letter in the menu item (e.g., Edit is *Alt + e* and Save is *Ctrl + s*).

Notebook Software Toolbar

The Notebook software toolbar provides access to a number of tools to help you work with your Notebook file. By default, the toolbar appears at the top of the Notebook page.



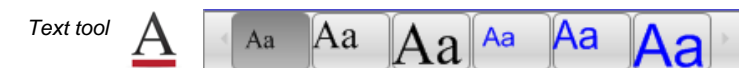
Button	Use this tool to	Button	Use this tool to
	Display the previous Notebook page		Insert a table
	Display the next Notebook page		Select any object on the page with your finger or mouse
	Insert a blank Notebook page directly after the active Notebook page		Write or draw on the Notebook page with the pen tool
	Open an existing Notebook file		Write or draw on the Notebook page with the Creative Pen tool
	Save your Notebook file		Erase digital ink on the Notebook page
	Paste copied object(s) into a Notebook file		Draw a line
	Undo the last action you performed		Create a shape
	Redo the action you performed		Draw a shape on the Notebook page with the Shape Pen
	Delete any selected object		Use the Magic Pen to zoom and spotlight, or write in disappearing ink
	Show/hide the Screen Shade on the current Notebook page		Use the current fill effect to fill an object
	Open Full Screen view		Create a text-entry box for typing
	Launch Dual Page Display		Modify properties of a selected object
	Launch the Screen Capture toolbar		Move the toolbar to the bottom of the Notebook page
	Activate the SMART Document Camera		

By default, the toolbar appears at the top of the Notebook page. If you prefer, it may be more convenient to move the toolbar to the bottom of the page. To do this, click the double-ended, vertical arrow on the far right of the toolbar.



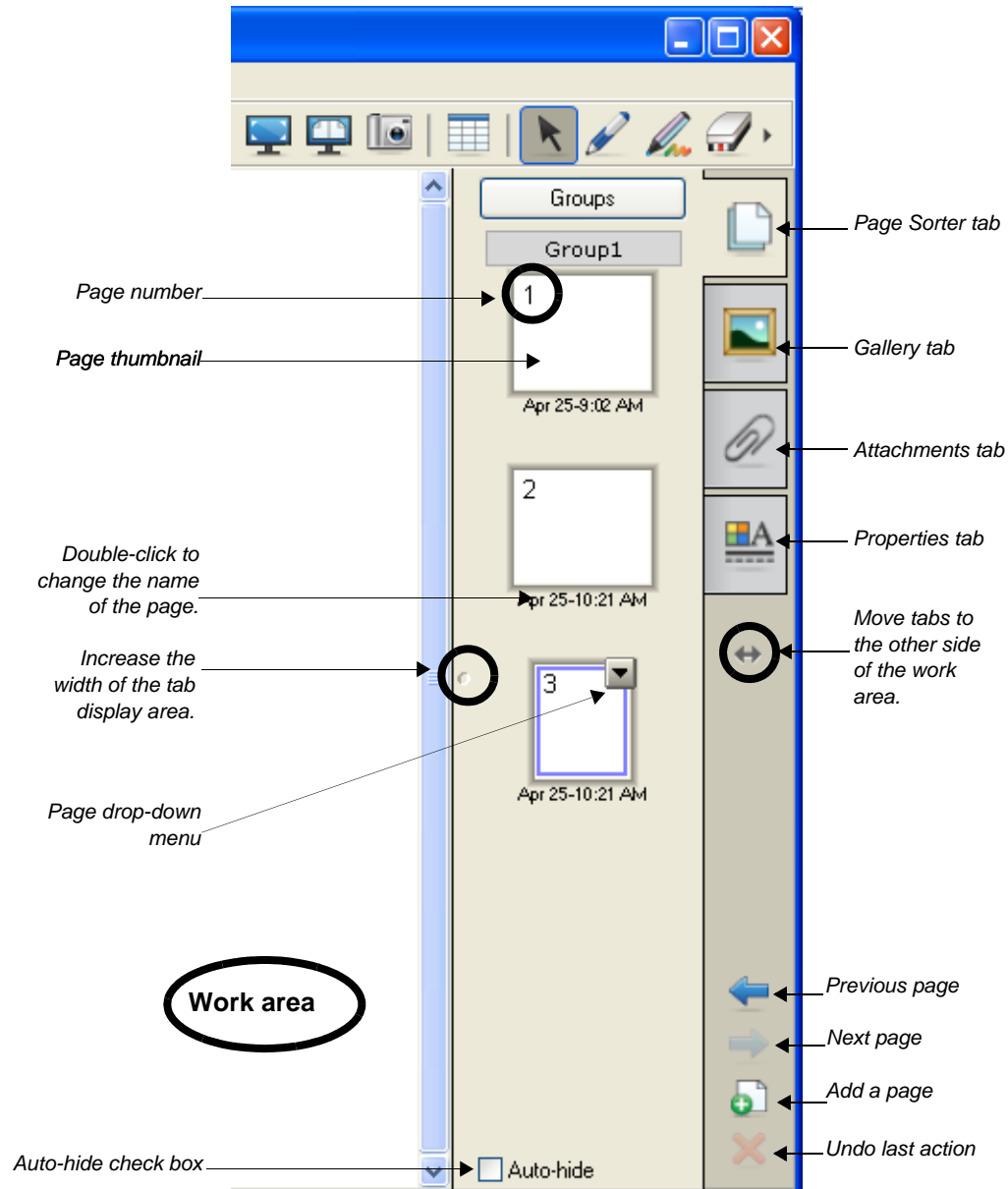
More Toolbar Choices

When you click on some toolbar buttons, you are offered more options for creating Notebook objects.

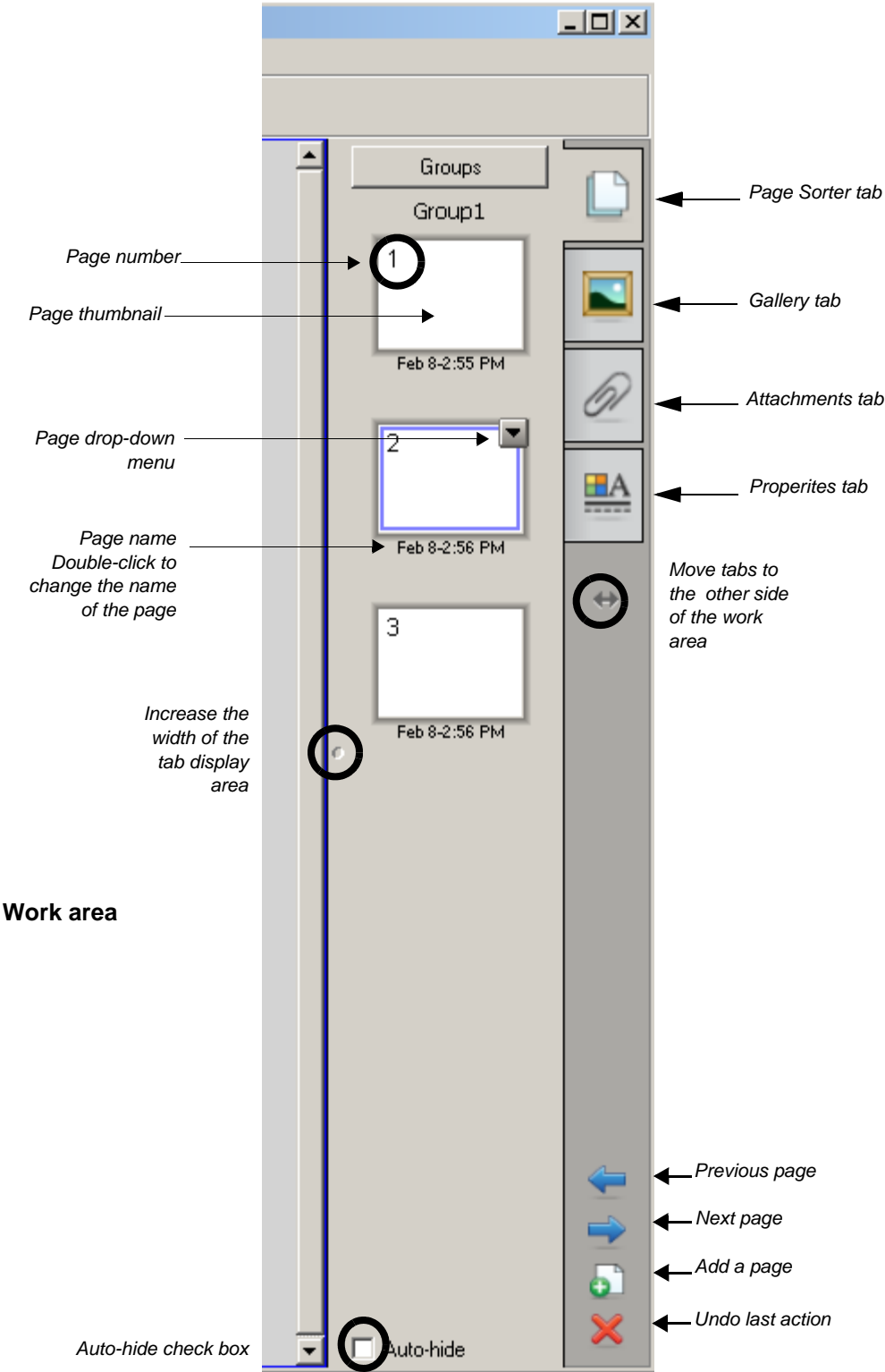


Side Tabs

There are four tabs on the side of the Notebook interface, which are shown below on the right-hand side of the work area. Click the double-ended horizontal arrow to move the tabs from one side of the work area to the other. You can hide the side tabs from view when you have finished working with them by checking the **Auto-hide** check box.



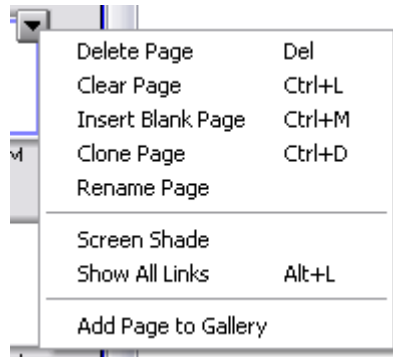
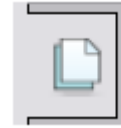
Side Tabs



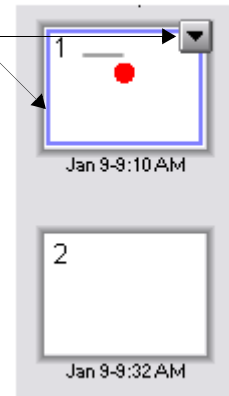
The Page Sorter Tab

Click the **Page Sorter** tab to see thumbnails of all the pages in the Notebook file.

The active page is indicated by a second border around the thumbnail image and a drop-down menu. Clicking another page in the Page Sorter tab area makes that page active, and its contents are displayed in the work area. To change the page order, drag and drop the thumbnail of the page into its new location.



The second border indicates the active page.



Page Sorter Drop-Down Menu

Clicking the drop-down menu on the active page presents you with eight options.

Menu item	Function
Delete Page	Deletes the current page
Clear Page	Clears all the objects on the current page
Insert Blank Page	Adds a blank page immediately after the active page
Clone Page	Creates an identical page, including all objects on the page, and inserts it immediately after the active page
Rename Page	Allows you to rename the page
Screen Shade	Covers the active page with the Screen Shade
Show All Links	Display all existing links on page
Add Page to Gallery	Adds the current page to the Gallery

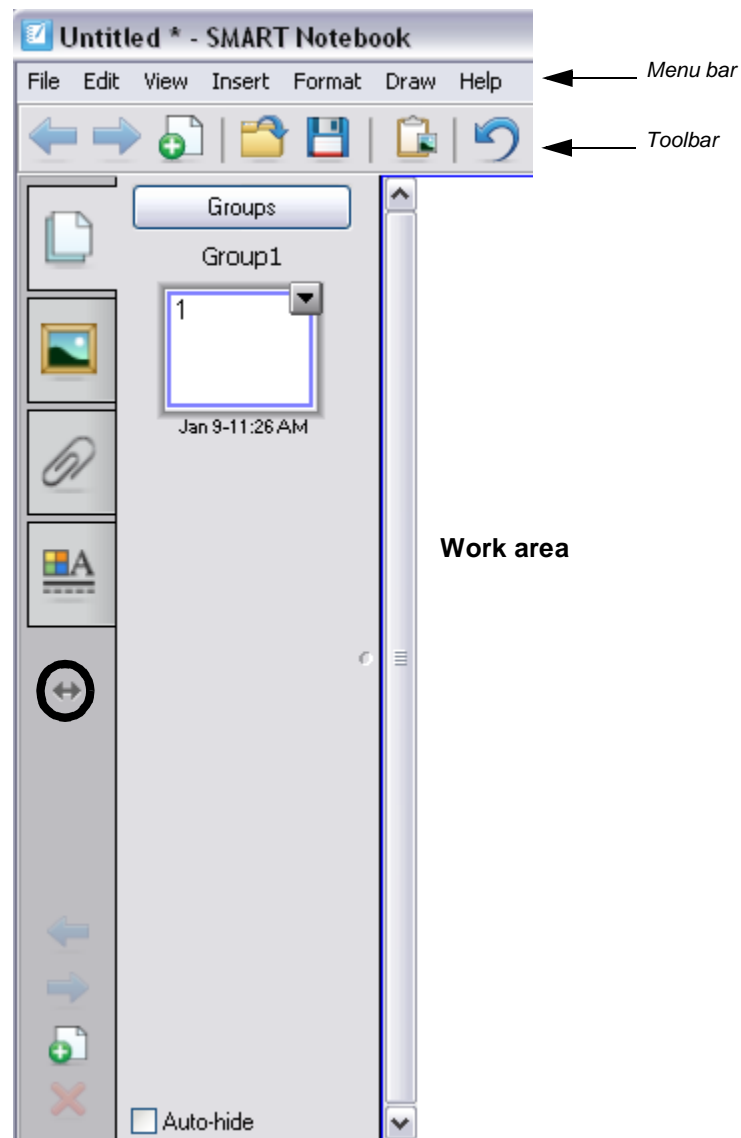
Click the **Page Sorter** tab to allow you to see a thumbnail image of each page in the Notebook file, navigate to a different page or reorder the pages.

Click the **Gallery** tab to access collections of SMART's custom pages, clip art, Flash animations and video you can add to the Notebook file.

Click the **Attachments** tab to add hyperlinks to, or attachments from, other software applications to the file.

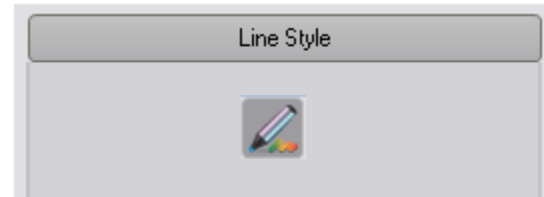
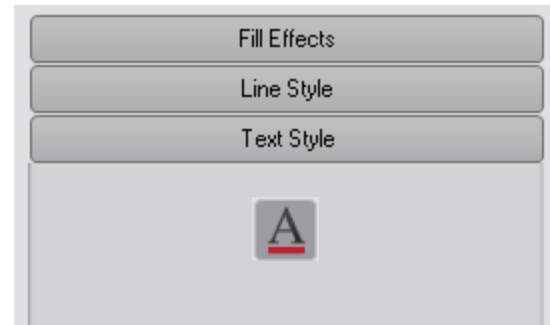
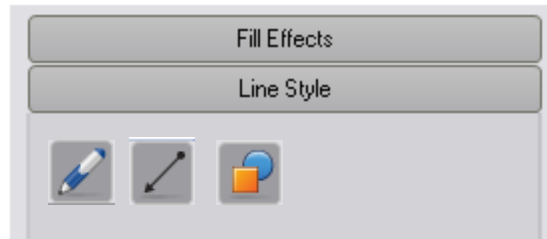
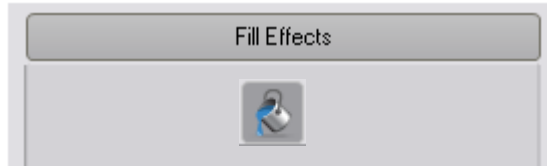
Click the **Properties** tab to format shapes, objects and text.

Click the double-ended, horizontal arrow to move these four tabs from one side of the work area to the other side. The tabs below are shown on the left-hand side of the work area.



The Properties Tab

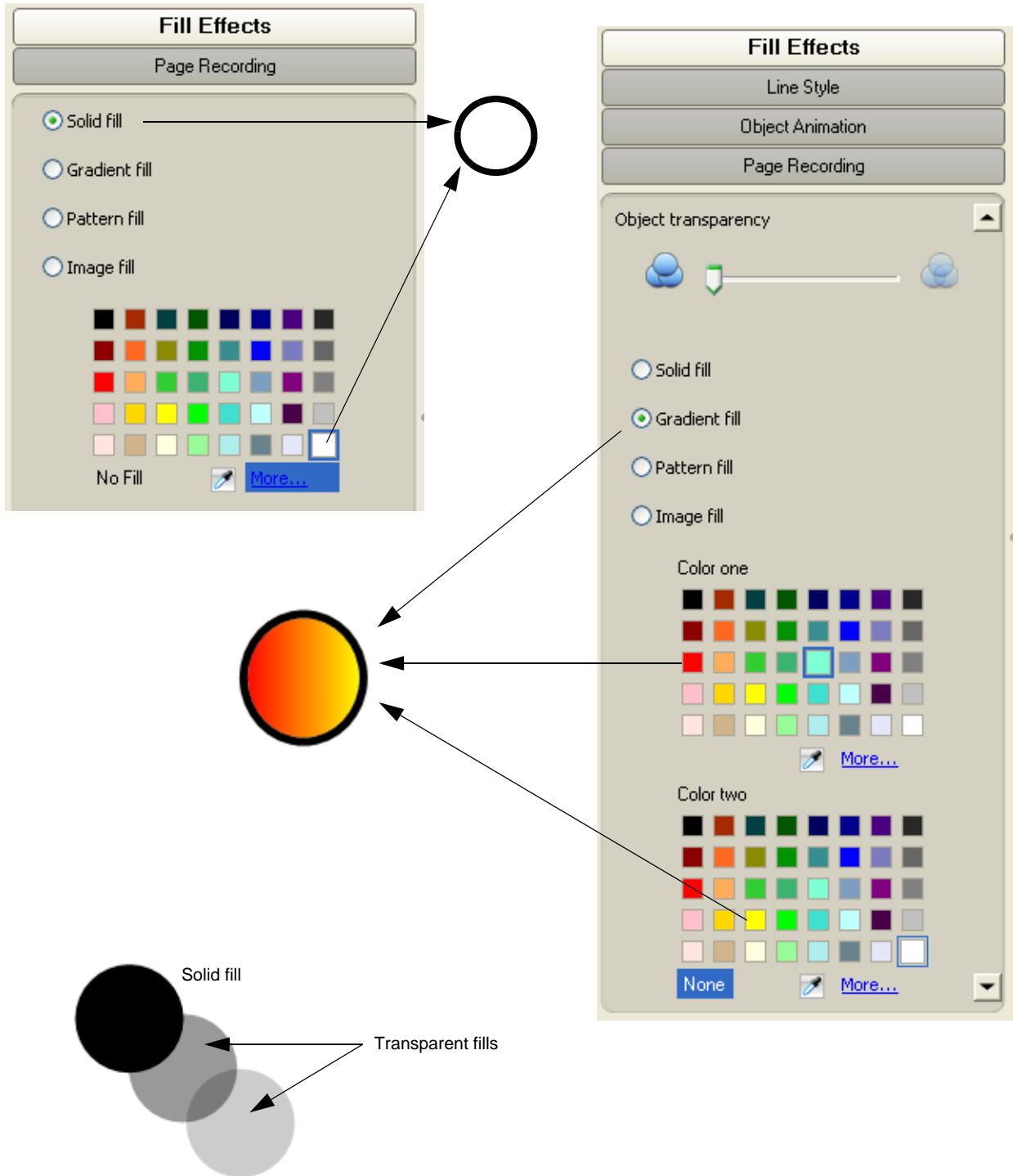
When you click on the Properties tab, the properties shown are dependent on the type of object you are working with at the time. You can change the Line Style of a Creative Pen object. However, you can change the Line, Fill and Text styles of text objects. The properties associated with each type of object are shown below.



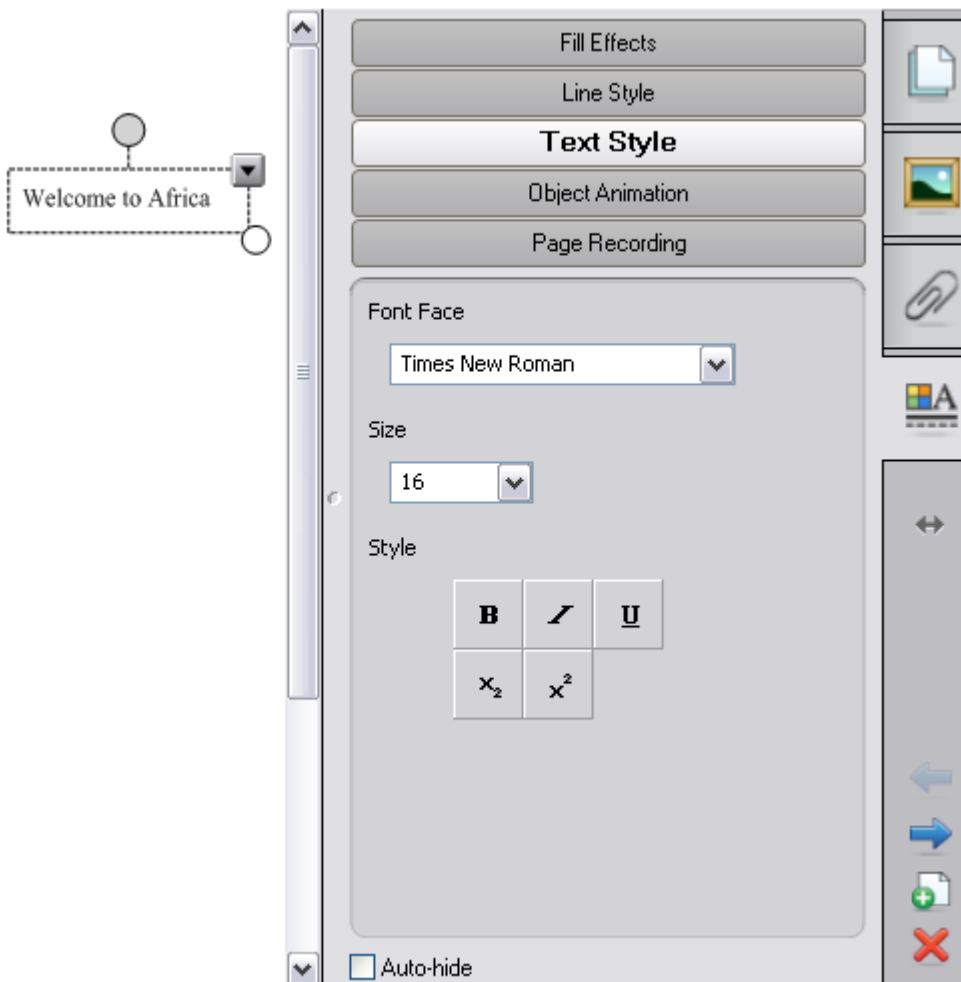
Remember, to select any object by clicking with your mouse, you must first click on the **Select** toolbar button.

Change Fill Effects

You have many options when you change the fill color of an object. Two are shown below. You can fill an object with a pattern or an image. You can also change the transparency of an object.



Change Text Style



When you click on a text object, and click the Properties tab, several Text Style options become available.

You can select the Font Face, the Size, and the Style.

Just click on the drop-down arrow, or click the **Bold**, *Italics*, Underline, superscript or subscript buttons.

Types of Arrows, Cursors and Handles



Hold your left mouse button down, and drag the object to a new location



Hold your left mouse button down, and rotate the object



Hold your left mouse button down, and resize the object



Hold your left mouse button down, and move the object or click to activate a link

Close an open window

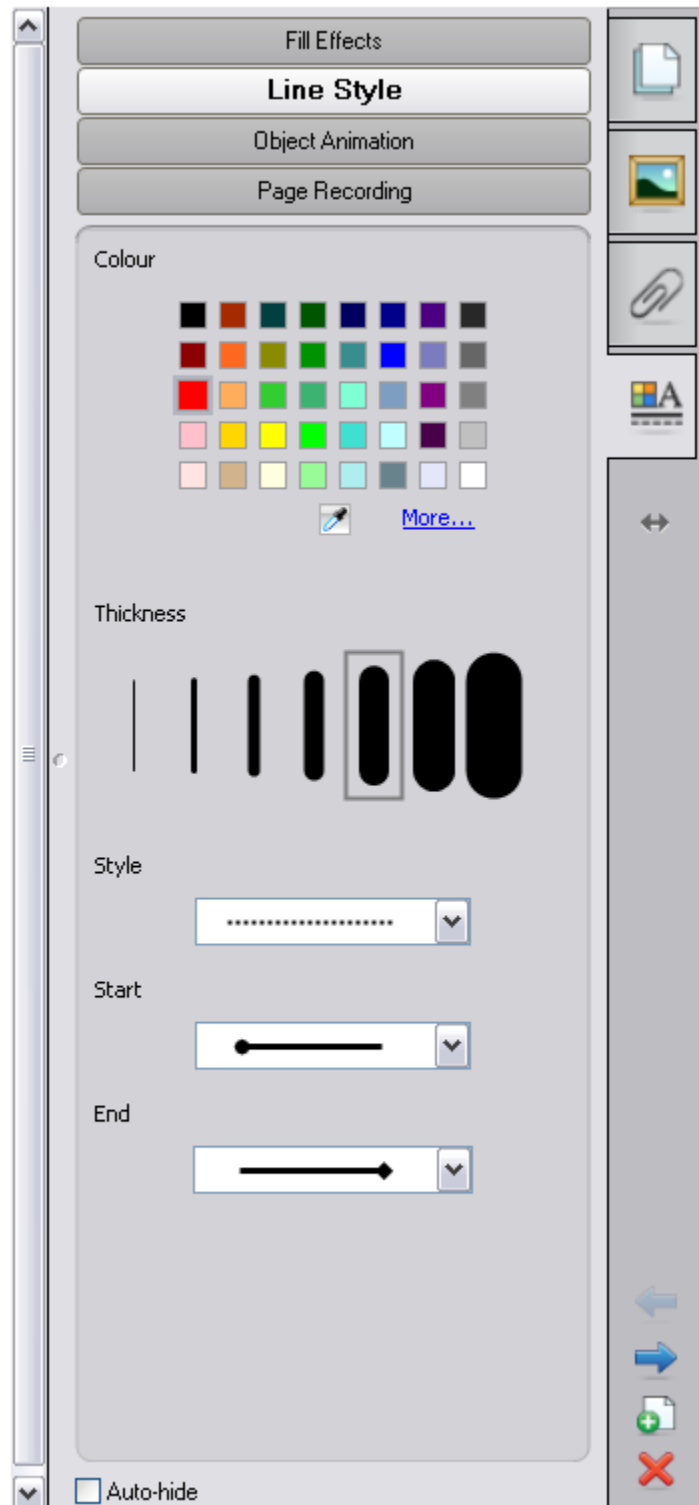
Resize the object

Active object

Change object properties

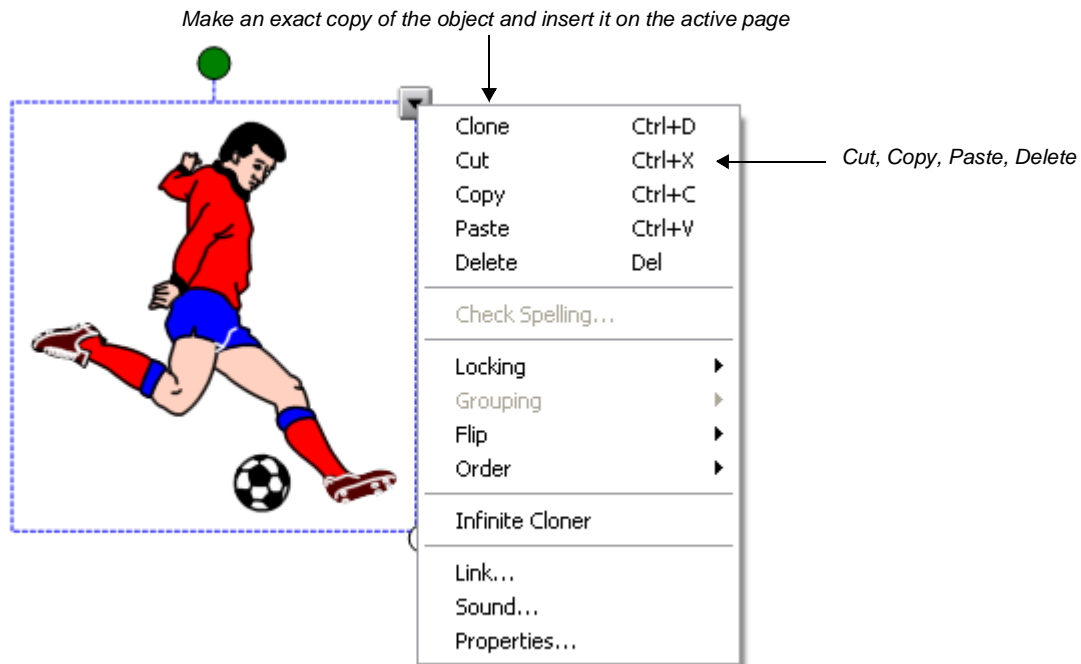
Change Line Style

When a line object is selected and the Properties tab is visible, you can change the color, thickness, style, starting format and ending format of a line.



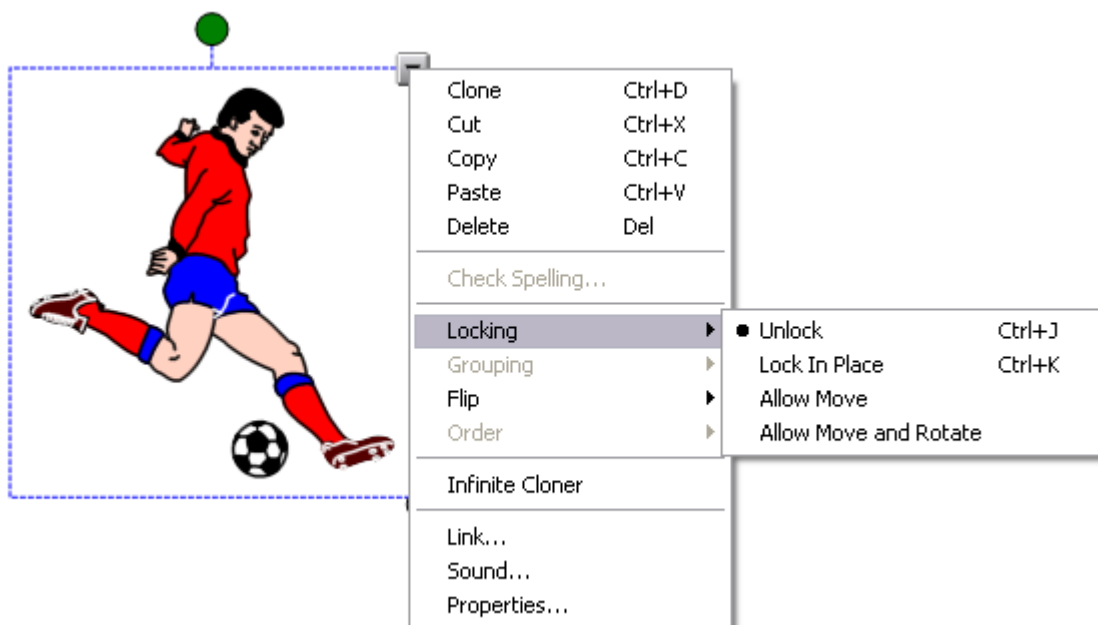
Object Drop-Down Menu

The object drop-down menu gives you one-click access to an object's properties.



Item	Description
Clone	<ul style="list-style-type: none"> Creates an exact copy of the object or objects next to the original object
Cut	<ul style="list-style-type: none"> Removes the selected object from the Notebook page and places it on the clipboard
Copy	<ul style="list-style-type: none"> Creates an identical copy of the selected object
Paste	<ul style="list-style-type: none"> Places the object from the clipboard onto the Notebook page
Delete	<ul style="list-style-type: none"> Deletes the selected object
Check Spelling	<ul style="list-style-type: none"> Checks the spelling for the text object(s) selected
Locking	<ul style="list-style-type: none"> Protects an object or an entire group of objects from editing Choose between Lock in Place, Allow Move, and Allow Move and Rotate
Grouping	<ul style="list-style-type: none"> Group two or more objects to act as one object Select, change, move, delete and resize a group as a single unit To edit or resize the objects individually, ungroup them
Flip	<ul style="list-style-type: none"> Flip an object either horizontally or vertically
Order	<ul style="list-style-type: none"> Change the order in which objects are layered

Item	Description
Infinite Cloner	<ul style="list-style-type: none"> • Make unlimited copies of an object on a Notebook page • Select and drag the object to create as many clones as required
Link	<ul style="list-style-type: none"> • Link an object to a website, another Notebook page, a file on a computer or a file, such as a video clip or other multimedia element, residing in the Attachments tab
Sound	<ul style="list-style-type: none"> • Attach a sound file to any object
Properties	<ul style="list-style-type: none"> • Change the visual characteristics of any object you've created in Notebook software

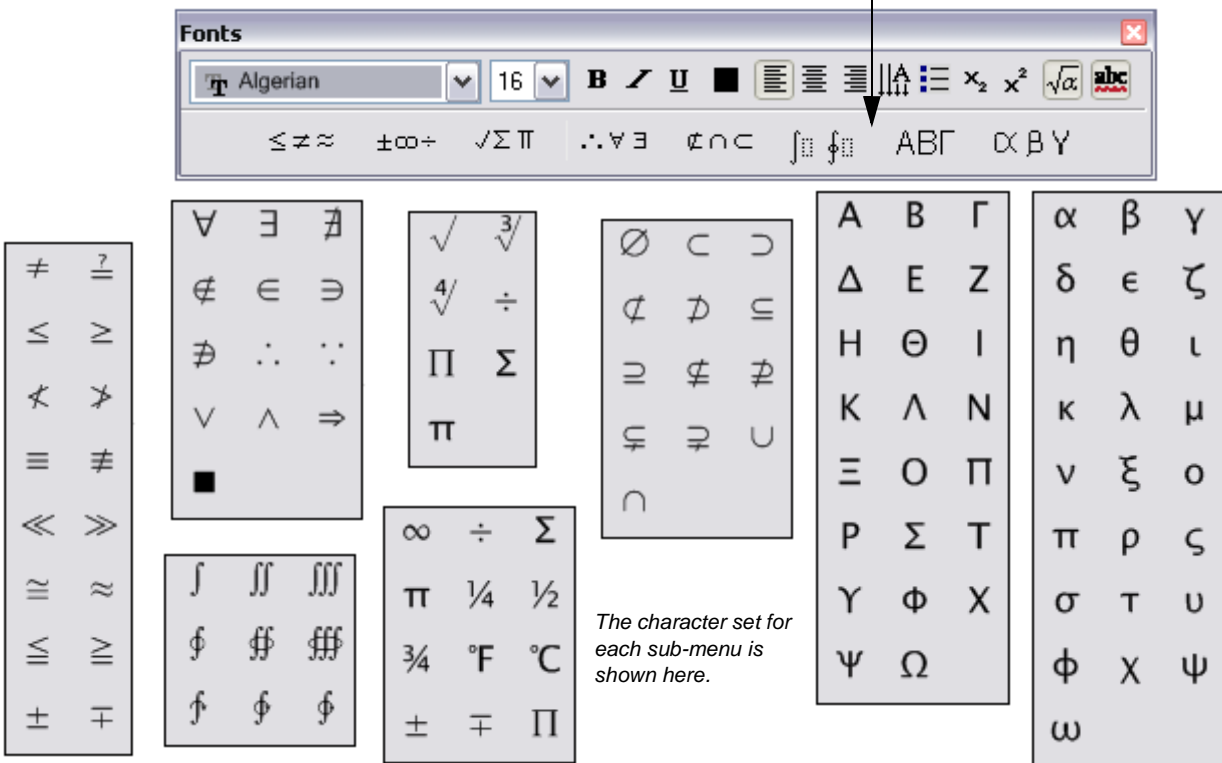


Math and Science Symbols

Math and Science teachers will find the Math and Science symbols particularly useful for writing equations or formulas. When you click on the **Math/Science** icon, a series of sub-menus are revealed. Clicking on each sub-menu reveals another series of choices. Click on your choice to insert that symbol into your text box.



Click on the Math/Science symbols icon to reveal the Math/Science sub-menu



The Sedov equation (simple linear relationship)

$$R^5 \propto Et^2 / \rho$$